

ELECTRONICS TECHNICIAN SUPERVISOR

DEFINITION

To plan, organize, supervise and participate the installation, maintenance and repair of radio, sound communication, traffic radar and a variety of electronic equipment; to provide technical direction and advice on communications systems design; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for work unit within a section or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Building Services Superintendent.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, assign, participate, supervise and review the work of staff involved in the installation, maintenance and repair of radio, sound communication, traffic radar and a variety of electronic equipment.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for electronic shop; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications; monitor and control expenditure; prepare design specifications and estimates costs; prepare equipment replacement schedules and designate obsolete or worn-out units; requisition equipment, parts, tools and materials.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; maintain records and prepare reports.

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Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Install, assemble and test fixed and mobile transmitters and receivers; repair defective radios, intercom systems, recording systems, public address systems and other electronic equipment.

Inspect, analyze and diagnose a variety of communications and electronic equipment using various testing meters and devices.

Test circuits, tubes and allied parts; isolate defects and makes shop and field repairs; adjusts, alters and adapts radio and other electronic equipment to meet specific needs and for effective operation.

Make field tests to determine the cause of interruptions or interference; operates and monitors communication equipment; make and records measurements required by FCC rules and regulations.

Prepare and review plans, specifications.

Review work orders and inspect sites where work is to be performed; estimate time, cost, labor, equipment and material needs; assign personnel and order necessary equipment and materials; discuss job details with subordinates to ensure conformity with work orders and specifications.

Operate City vehicles skillfully and safely.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Performed related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of radio, communications and electronic methods, materials, tools, equipment and theory.

Equipment, tools and materials used in radio, communications and electronics installation and repair.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

Safe work methods and safety regulations pertaining to the work.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Organize, implement and direct the installation, maintenance and repair of radio, sound communication, traffic radar and a variety of electronic equipment.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of budget.

Develop and recommend policies and procedures related to assigned operations.

Read electronic schematic drawings.

Perform electronic inspection, maintenance and installation of communications equipment and allied electronic projects;

Train, motivate, and evaluate assigned staff.

Operate tools and equipment skillfully and safely.

Keep work related records and prepare reports using a computer.

Operate City vehicles observing legal and defensive driving practices.

Make sound judgments and decision within established guidelines.

Respond to emergency situations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in communications, radio, electronics communication and electronic theory, including one year of supervisory or lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in electronics or a related field.

License or Certificate

Possession of a valid California driver's license.

Possession of a valid FCC, NABER or CET Certification is highly desirable.

PHYSICAL DEMANDS

On a continuous basis, sit, stand, bend, climb ladders (up to 30 feet), stoop, kneel, crouch, crawl and twist for varying periods in the course of work; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write and use keyboard to communicate through written means; lift or carry objects weighing up to 75 pounds; see in the normal vision range with or without correction to read computer screen, blueprints, and drafting plans; hear in the normal range with or without correction..

WORK ENVIRONMENT

Work is performed both indoors and outdoors. Some work is performed with exposure to low to loud noise levels; frequent fieldwork is required with exposure to a variety of weather conditions with exposure to the external environments; tasks may require working in tightly enclosed spaces and the use of ladders or other safety equipment to gain access to hard to reach locations; some work is performed in crawl spaces, attics or on rooftops. Some work may require exposure to unpleasant and potentially hazardous substances and high voltage.

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